

2014 NOV 18 PM 12:15

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
Committee on Ethics

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Sheila Jackson Lee
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: November 6, 2014 Return: November 7, 2014
b. Dates at personal expense: _____ or None ☒
4. Departure city: Houston, TX Destination: San Deigo, CA Return city: Houston, TX
5. Sponsor(s) (who paid for the trip): Congressional Black Caucus Political Education & Leadership Institute
6. Describe meetings and events attended (attach additional pages if necessary): Member met with stakeholders
and experts involved with issues affecting minority communities.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
a. ☒ a completed Sponsor Post-Travel Disclosure Form;
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☐
b. If not, explain: I participated on the events on Nov. 6-7.

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:

Sheila Jackson Lee

DATE: November 18, 2014

**U.S. House of Representatives
Committee on Ethics**

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): The Congressional Black Caucus Political Education & Leadership Institute

2. Travel Destination(s): San Diego, CA

3. Date of Departure: November 6, 2014 Date of Return: November 7, 2014

4. Name(s) of Traveler(s): Rep. Sheila Jackson Lee

(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$40- Roundtrip	\$166.14	\$0.00	No cost for meals. Widely attended event.
Accompanying Relative	\$0.00	\$0.00	\$0.00	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Regina Brown

Name: Regina Brown

Title: Executive Director

Organization: CBC Institute

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 413 New Jersey Avenue S.E.

Washington, D.C. 20003

Telephone number: 202-785-3634

Email Address: brown@cbcinstitute.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sheila Jackson Lee
2. Sponsor(s) (who will be paying for the trip): Congressional Black Caucus Institute
3. Travel destination(s): San Diego, CA
4. a. Date of departure November 6, 2014 Date of return: November 9, 2014
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
The Member will meet with stakeholders and experts involved in issues affecting minority communities and to develop solutions affecting the constituents of the 18th District of Texas.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 09/29/2014

Sheila Jackson Lee
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
The Congressional Black Caucus Institute
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: November 6, 2014 Date of return: November 9, 2014
7.
 - a. City of departure: Member's Home District
 - b. Destination(s): San Diego, CA
 - c. City of return: Member's Home District
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
- b. N/A - trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
The CBC Institute is the sole sponsor of this trip. The sponsor's organizational interest and the purpose of this trip is to continue the work of one of its primary programs, the 21st Century Council, which will involve the review and discussion of issues which affect minority communities and to develop workable solutions; and to prepare position papers on those issues.
13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☐ (Specify: Travel not provided)
- b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: N/A)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided):
- 2) Provide reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Loews Coronado City: San Diego Cost per night: \$149
- Reason(s) for selecting: Promixity to plan program activities
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____
- Hotel name: _____ City: _____ Cost per night: _____
- Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	N/A	\$447	See 15A--reception
For each accompanying relative	N/A	N/A	same as above

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$94 Est RT-airport/hotel	
For each accompanying relative	N/A	


NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Regina Brown

Title: Executive Director

Organization: Congressional Black Caucus Political Education and Leadership Institute (CBC Institute)

Address: 413 New Jersey Ave, SE., Washington, DC 20003

Telephone number: 202-615-3410

Email address: brown@cbcinstitute.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics

Private Sponsor Travel Certification Form - CBC Institute - Question 4. The Invitation to attend the CBC Institute's 21st Century Council 4th Quarterly Meeting in San Diego, CA on November 6th to 9th is extended to the Members of Congress listed below to afford meeting attendees the opportunity to gain a clearer legislative perspective on issues which impact the quality of life for Americans in general and minority communities in particular during the 114th Congress. NOTE: Each Member on this list will be assigned moderator, facilitator, and/or panelist roles for the working group sessions by issue areas and subjects of personal interest.

Members Invited:

The Honorable Marcia Fudge * (Chair, CBC)
The Honorable Karen Bass
The Honorable Joyce Beatty
The Honorable Sanford D. Bishop, Jr.
The Honorable Cory Booker
The Honorable Corrine Brown
The Honorable G.K. Butterfield
The Honorable Andre Carson
The Honorable Donna M. Christensen
The Honorable Yvette Clarke
The Honorable William Lacy Clay, Jr.
The Honorable Emanuel Cleaver, II
The Honorable James E. Clyburn *
The Honorable John Conyers, Jr.
The Honorable Elijah E. Cummings
The Honorable Danny K. Davis
The Honorable Donna Edwards
The Honorable Keith Ellison
The Honorable Chaka Fattah
The Honorable Al Green
The Honorable Alcee L. Hastings
The Honorable Steven Horsford
The Honorable Sheila Jackson Lee
The Honorable Hakeem Jeffries
The Honorable Eddie Bernice Johnson
The Honorable Hank Johnson
The Honorable Robin Kelly
The Honorable Barbara Lee
The Honorable John Lewis
The Honorable Gregory W. Meeks
The Honorable Gwendolynne S. Moore
The Honorable Eleanor Holmes Norton
The Honorable Donald M. Payne, Jr.
The Honorable Charles B. Rangel
The Honorable Cedric Richmond *
The Honorable Bobby L. Rush
The Honorable David Scott
The Honorable Robert C. Scott
The Honorable Terri Sewell
The Honorable Bennie G. Thompson * (Chair, CBC Institute Board)
The Honorable Marc Veasey
The Honorable Maxine Waters
The Honorable Frederica Wilson

- --- * - Denotes Member of the CBC Institute Board

NOTE: No Staff Invitations Issued

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

October 30, 2014

Thomas A. Rust
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

The Honorable Sheila Jackson Lee
U.S. House of Representatives
2160 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Diego, California, scheduled for November 6 to 9, 2014, sponsored by the Congressional Black Caucus Institute.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$375 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:re



4th Quarter Meeting
Loews Coronado Bay Resort
4000 Coronado Bay Rd, Coronado, CA 92118

Thursday, November 6, 2014

12:00 PM – Lunch | Loews Coronado Bay | Aurora

1:30 PM – Tour of United States Naval Special Warfare Program - Navy Seals (Driver's license or passport required) | Naval Amphibious Base Coronado

4:00 PM – 21st Century Council Executive Committee Meeting | Loews Coronado Bay | Aurora
Working Group Breakout Sessions - Transportation/Infrastructure, Education, Environment/Conservation, Technology/Communications, Nutrition, Health Care, Financial Services, Energy

7:00 PM - Opening Reception | Loews Coronado Bay | Sunset Terrace

Friday, November 7, 2014

6:30 AM – Express Breakfast | Loews Coronado Bay | Britannia/Cambria

8:30 AM – Tour of TSA Operations (Driver's license or passport required) | San Diego Airport

10:30 AM – Tour of Neighborhood House Association Head Start Nutrition Programs | Neighborhood House Association

12:30 PM – Lunch at San Diego Convention Center | San Diego Convention Center - Room 28
Featuring Congressman Congressman Jim Clyburn, author "Blessed Experiences" and Special Guest, Admiral Michelle J. Howard (invited)

3:15 PM – "Affordable Care Act...Emerging Role of Nurses" | Loews Coronado Bay| Britannia/Cambria
Featuring David Vlahov, PhD

3:45 PM - Policy Session with CBC Members TBD | Loews Coronado Bay| Britannia/ Cambria

4:15 PM - Social Media - Impact on Policy | Loews Coronado Bay| Britannia/ Cambria
Featuring CBC Members and Rickey J. White, Jr.

7:00 PM - Dinner Cruise aboard the *Adventure* (sailing promptly at 8:30 PM) | Loews Marina



Saturday, November 8, 2014

6:00 AM - Optional: Fishing Excursion | H&M Landing | 2803 Emerson Street, San Diego 92101

7:30 AM - Optional: Golf at Torrey Pines | Torrey Pines Golf Course | 11480 Torrey Pines Road, La Jolla 92037

8:00 AM - Breakfast | Loews Coronado Bay | Aurora

10:00 AM - Optional: Sea Spa Champagne Party | Loews Coronado Bay Sea Spa Patio

1:00 PM - Policy Lunch | Loews Coronado Bay | Aurora
Featuring Congressman Bennie Thompson and Members of Congress

2:00 PM - Policy Session - "Housing" | Loews Coronado Bay | Britannia/Cambria
Moderated by Union Bank & Radian Guaranty

2:30 PM - Policy Session - "Distributed Generation" | Loews Coronado Bay | Britannia/Cambria

3:00 PM - Policy Session with CBC Members TBD | Loews Coronado Bay | Britannia/Cambria

3:30 PM - Policy Session with CBC Members TBD | Loews Coronado Bay | Britannia/Cambria

4:30 PM - "Information Station" Speed Group Policy Discussions and Happy Hour | Loews Coronado Bay | Marina Terrace

- Station 1 - Immigration Reform
- Station 2 - TBD
- Station 3 - TBD

7:30 PM - GasLamp Dinner Reception | Rooftop 600 at Andaz | 600 F Street, San Diego 92101

Sunday, November 9, 2014

10:00 AM - 12:00 PM - Policy Brunch Honoring CBC Chairs | Loews Coronado Bay | Mistral
Featuring Congresswoman Marcia Fudge, CBC Chair; Congressman Bennie Thompson, CBCI Chair; Congressman Jim Clyburn, 21st Century Council Honorary Chair; and CBC Members

WE EXPECT ALL CBC MEMBERS TO ATTEND AND PARTICIPATE IN ALL SESSIONS AND TOURS

LAST UPDATED: FRIDAY, SEPTEMBER 5, 2014

SCHEDULE SUBJECT TO CHANGE